



**Galveston County is seeking a new Misdemeanor Administrative Assistant for the District Attorney's Office!** The right candidate will be able to provide clerical and administrative legal assistance to the Misdemeanor sections of the District Attorney's Office.

- **We have Excellent Benefits!!! –**
  - **Medical**
  - **Dental**
  - **AMAZING Retirement**
  - **Vision, Disability**
  - **Free Workout Facilities**
  - **Free Covered Parking at Moody Building**
  - **AFLAC and much, much more!**
- **We are a team oriented environment**
- **Hourly Rate: \$15.65**

**We want you to join our team of professionals and begin a long term career with the County!** If you meet the criteria listed below, please apply.

**Required Skills:**

- 2+ years of experience in the Legal field (pref. in the court system)
- 1+ years of experience working in office administration
- Ability to work as a team player with the other staff in the office
- Excellent customer service skills
- Must be proficient working with computers and software programs (MS Office)
- Excellent skill in office organization and procedures
- Exceptional written and oral communication skills
- Must have the skills to multi task on a daily basis
- Must be an excellent typist
- Excellent phone skills

**Preferred Skills:**

- Knowledge of court procedures and processes
- Knowledge of local and state law, policies, and procedures

**Some of the Duties Include:** Answering telephones, directing calls and taking messages as appropriate, receiving visitors and directs to appropriate personnel, maintaining and preparing files and records for the department, gathering and preparing all information needed for prosecutors to screen and file cases, pulling case files for the following day, performing notary public duties as necessary, delivering files to courtroom as requested, entering information into criminal history automated system, assist with jail docket, and providing assistance to department personnel as requested or required.

**To apply please visit our website**

**<http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx>**

**and fill out our online application. Or apply in person at 722 Moody, 3rd Floor Human Resources.**

**ADA/Equal Employment Opportunity Employer/VETS WELCOME**